

Kansas Department of Agriculture

Media and Legislative Contact Policy

Purpose:

It is important that all Kansas Department of Agriculture (KDA) employees understand and adhere to the policy so that we can maintain consistency and accuracy in our message while also identifying contacts to make certain we are responding in an expedient manner.

Expectations:

1. *All* media contacts should be reported immediately to Communications:
 - a. Director of Communications, Heather Lansdowne, 785-564-6706, heather.lansdowne@ks.gov
 - b. Director of Public Relations, Jason Walker, 785-564-6753, jason.walker@ks.gov
2. If the request is seeking anything other than factual information for which the employee is responsible, Communications should be contacted *before* responding.
3. *All* legislative contacts (legislators, aides, legislative research, etc.) should be reported immediately to Josh Roe, 785-410-0958, josh.roe@ks.gov.
4. If the contact is directly from a legislator, please call Josh (785-410-0958) immediately. It is important that legislative contacts be handled expeditiously and appropriately.
5. If the request is seeking anything other than factual information for which the employee is responsible, Josh should be contacted *before* responding.
6. This policy shall apply to media, legislators, legislative aides, Legislative Research, Legislative Post Audit, Office of the Revisor, Governor's Office and members of Congress. It shall also apply to any inquiries from federal agencies that extend outside the normal routine of interaction.



Jackie McClaskey, Secretary of Agriculture

06/08/2018
Date

Revised: 06/18